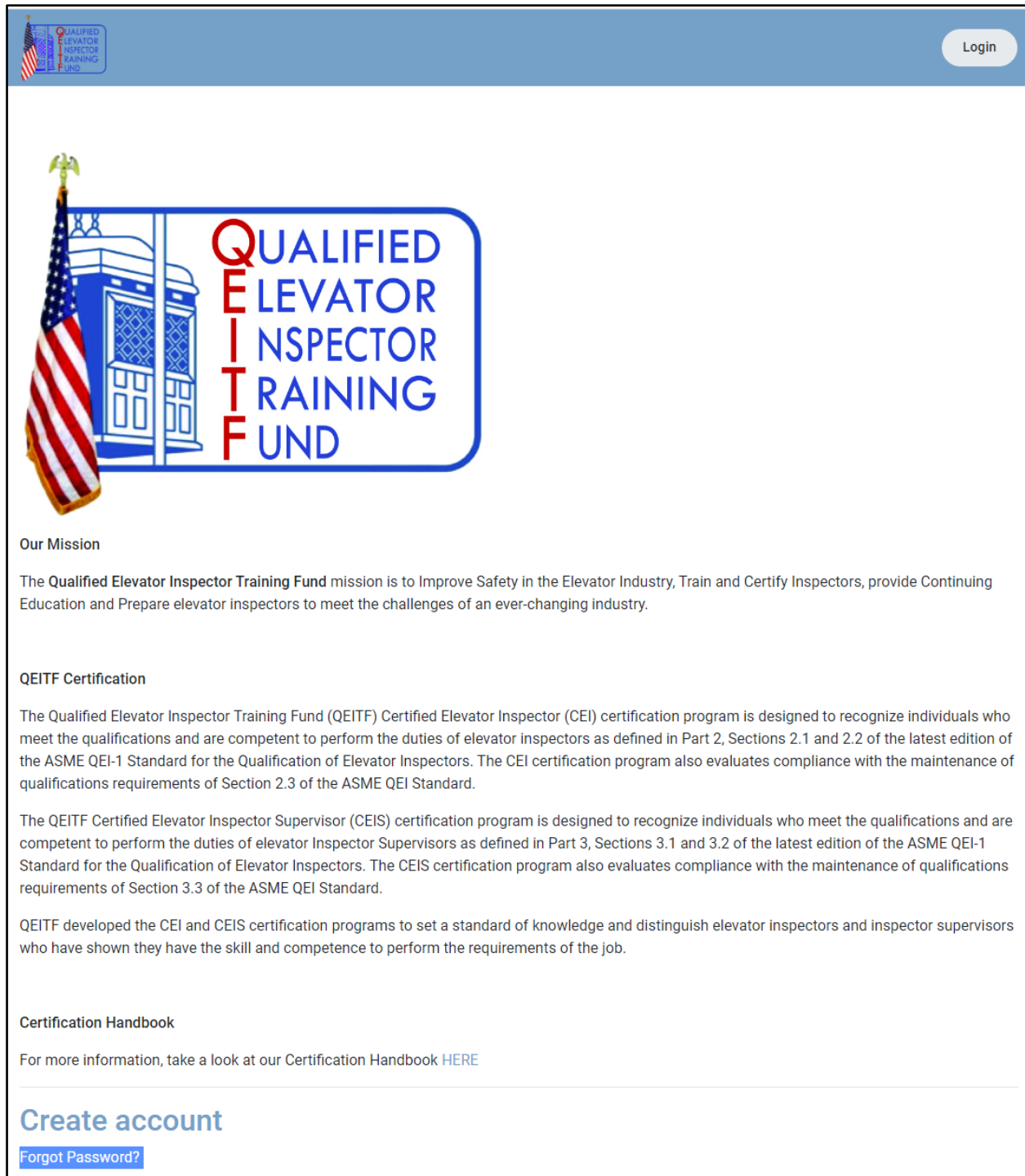


# QEITF Applicant Guide

## Applying

1. To create your account open <https://inspectors.qeif.org/> and click on “**Create account**”



The screenshot shows the homepage of the Qualified Elevator Inspector Training Fund (QEITF). At the top left is a small logo with an American flag and the text 'QUALIFIED ELEVATOR INSPECTOR TRAINING FUND'. At the top right is a 'Login' button. The main content area features a large graphic with an American flag and the text 'QUALIFIED ELEVATOR INSPECTOR TRAINING FUND'. Below this is the 'Our Mission' section, followed by 'QEITF Certification' which describes the CEI and CEIS programs. At the bottom, there is a 'Certification Handbook' section and a 'Create account' button with a 'Forgot Password?' link.

**Our Mission**

The Qualified Elevator Inspector Training Fund mission is to Improve Safety in the Elevator Industry, Train and Certify Inspectors, provide Continuing Education and Prepare elevator inspectors to meet the challenges of an ever-changing industry.

**QEITF Certification**

The Qualified Elevator Inspector Training Fund (QEITF) Certified Elevator Inspector (CEI) certification program is designed to recognize individuals who meet the qualifications and are competent to perform the duties of elevator inspectors as defined in Part 2, Sections 2.1 and 2.2 of the latest edition of the ASME QEI-1 Standard for the Qualification of Elevator Inspectors. The CEI certification program also evaluates compliance with the maintenance of qualifications requirements of Section 2.3 of the ASME QEI Standard.

The QEITF Certified Elevator Inspector Supervisor (CEIS) certification program is designed to recognize individuals who meet the qualifications and are competent to perform the duties of elevator Inspector Supervisors as defined in Part 3, Sections 3.1 and 3.2 of the latest edition of the ASME QEI-1 Standard for the Qualification of Elevator Inspectors. The CEIS certification program also evaluates compliance with the maintenance of qualifications requirements of Section 3.3 of the ASME QEI Standard.

QEITF developed the CEI and CEIS certification programs to set a standard of knowledge and distinguish elevator inspectors and inspector supervisors who have shown they have the skill and competence to perform the requirements of the job.

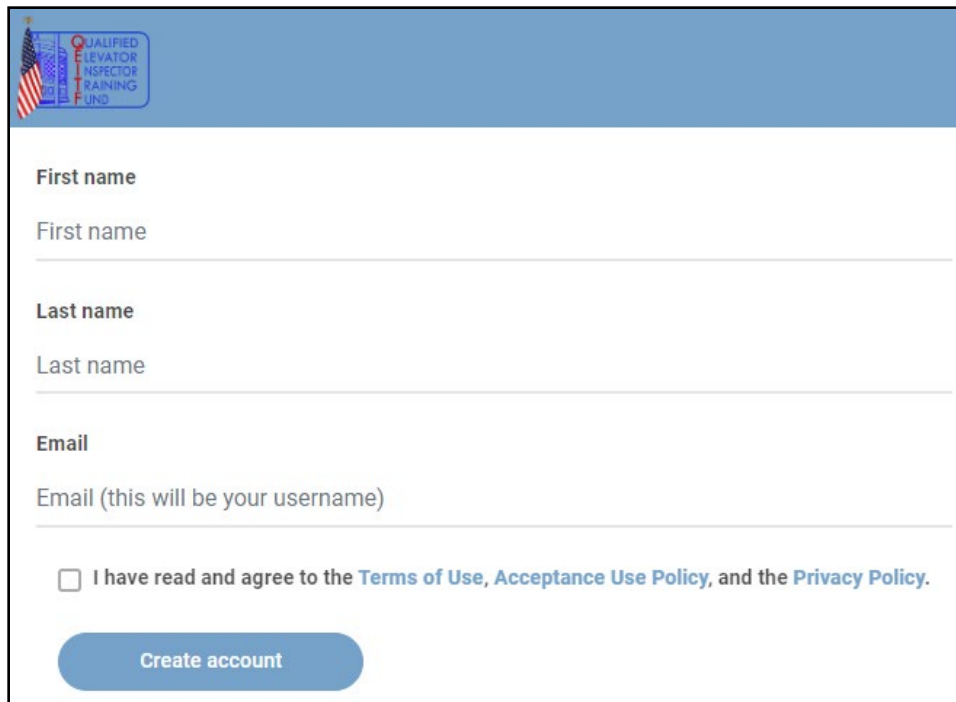
**Certification Handbook**

For more information, take a look at our Certification Handbook [HERE](#)

**Create account**

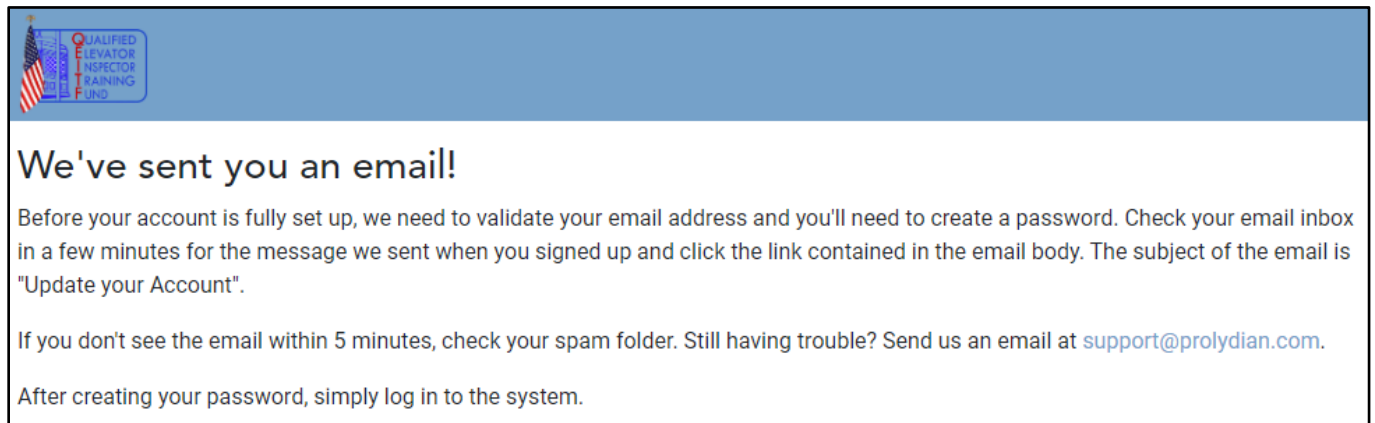
[Forgot Password?](#)

2. Enter your information and click the check box “**I have read and agree to Terms of Use.....**”



The screenshot shows a registration form with a blue header containing the logo for the Qualified Elevator Inspector Training Fund. The form fields are: First name, Last name, and Email (noted as the username). Below the fields is a checkbox for agreeing to the Terms of Use, Acceptance Use Policy, and Privacy Policy. A blue 'Create account' button is at the bottom.

Now click the “**Create account**” button



The screenshot shows a confirmation page with a blue header and the same logo. The main heading is "We've sent you an email!". The text explains that an email has been sent to validate the email address and create a password. It instructs the user to check their inbox for an email with the subject "Update your Account". It also provides a link to support@prolydian.com if the user has trouble. The final instruction is to log in after creating a password.

3. An email will be sent to the address you entered.

### Update Your Account

Prolydian Support (support@prolydian.com) Fri, Apr 21, 2023 11:42 p

To: you [Details](#) ▾

Your administrator has just requested that you update your Prolydian account by performing the following action(s): **Verify Email, Update Password**. Click on the link below to start this process.

[Link to account update](#)

**This link will expire within 7 days.**

If you are unaware that your admin has requested this, just ignore this message and nothing will be changed.

**Special note:** You are likely receiving this email due to one of the following:

- An event on an association web site which is hosted by Prolydian Connect
- Exam registration via Prolydian.com
- Application submission via Prolydian.com
- A credential/certification event via Prolydian.com
- An administrator on Prolydian.com directly created an account for you

If you should experience problems with your registration or your exam or have questions related to the rules of an exam, please contact the exam provider, not Prolydian, LLC. We typically are unable to provide advice or assistance with registration or exam related problems.

Click on “**Link to account update**”


Perform the following action(s)

Perform the following action(s): **Verify Email, Update Password**

» [Click here to proceed](#)

Click “**Click here to proceed**”

### Update password

 You need to change your password to activate your account.

New Password

Confirm password

**Submit**

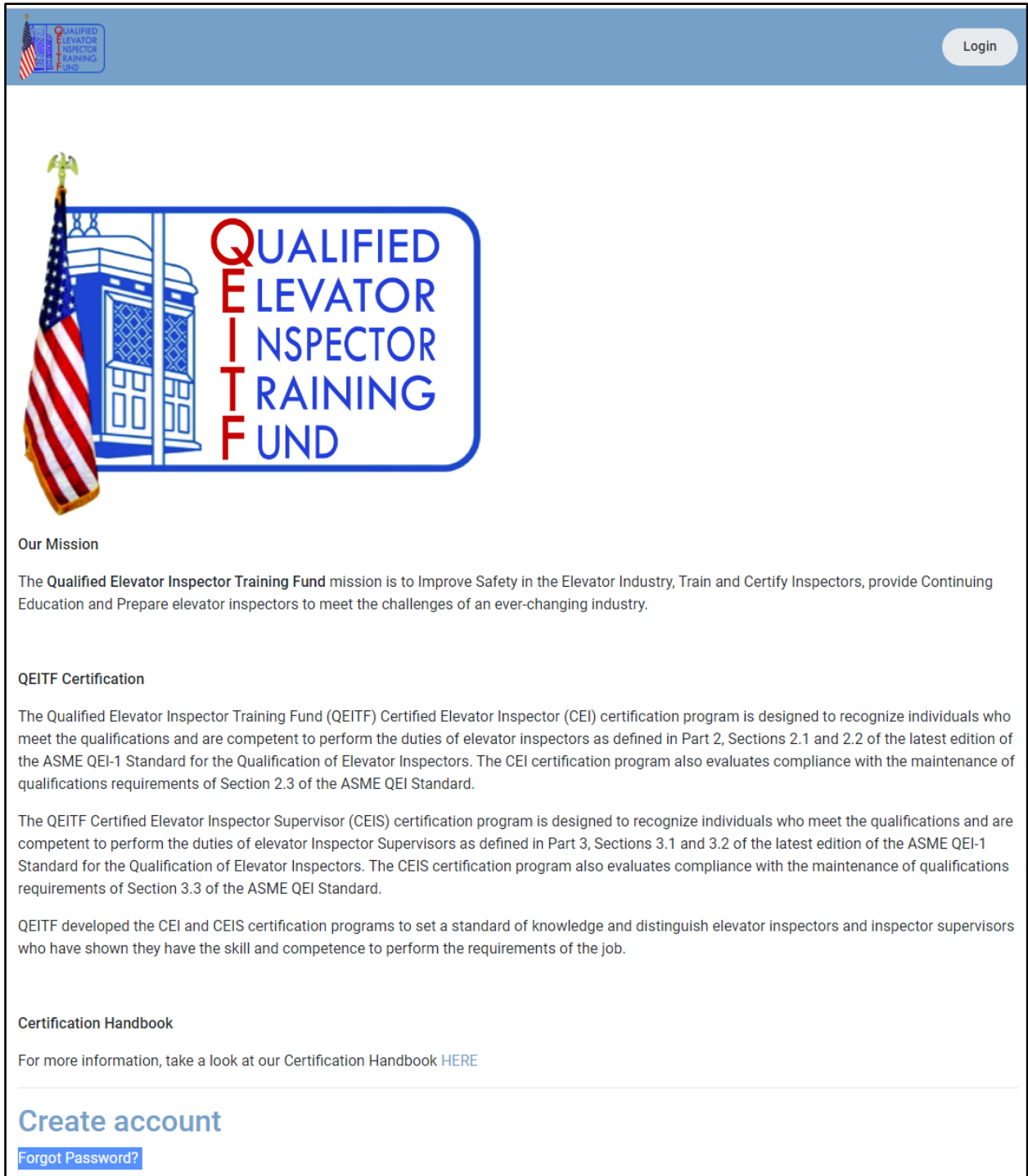
Enter your new password and hit “**Submit**”

Your account has been updated.

Your account has been updated.

[« Back to Application](#)

Click **“Back to Application”**



**QUALIFIED ELEVATOR INSPECTOR TRAINING FUND**

**Our Mission**

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**QEITF Certification**

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**Certification Handbook**

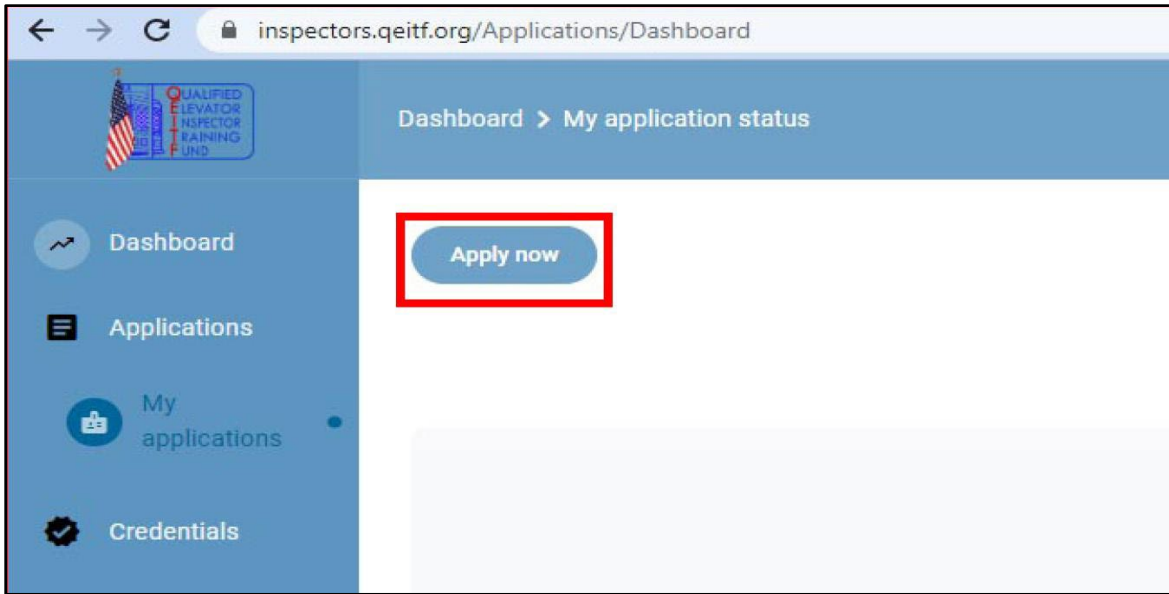
For more information, take a look at our Certification Handbook [HERE](#)

**Create account**

[Forgot Password?](#)

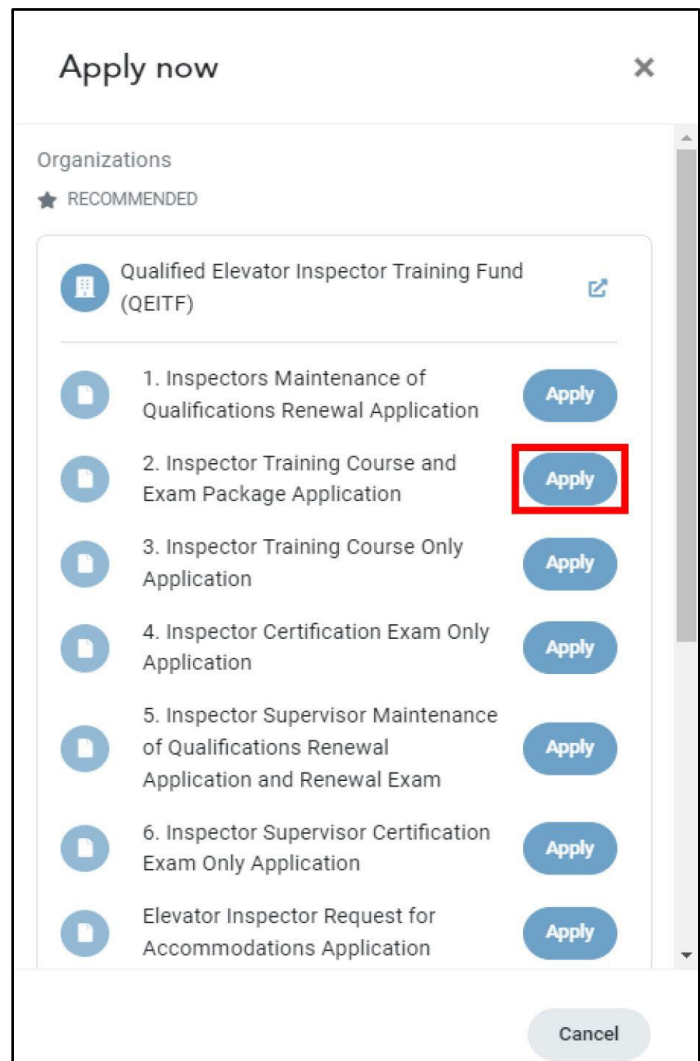
Click **“Login”** (top right hand corner of the screen)

4. Login using the password you just created and your email as your user id.
5. Click on the blue **“Apply now”** button



6. Click on the blue **“Apply”** button next to the appropriate application.

**NOTE** - You may need to scroll down and/or wait for the list of applications to load in order to find the application you're looking for.



7. Fill out the application according to the instructions given. Use the blue arrow buttons at the bottom of the page to navigate to the next/previous page. Required fields will be marked with a red dot.

**QUALIFIED ELEVATOR INSPECTOR TRAINING FUND**

Dashboard > My application

Applying for  
**2. Inspector Training Course and Exam Package Application - CEI Exam and Course Package Payment**

Status **In progress**

Instructions    Section 1 - G...    Section 2 - Eli...    Section 3 - St...    Section 4 - P...

Print    Save    Submit

## Instructions

Complete all information requested on the application. Incomplete applications may not be processed.

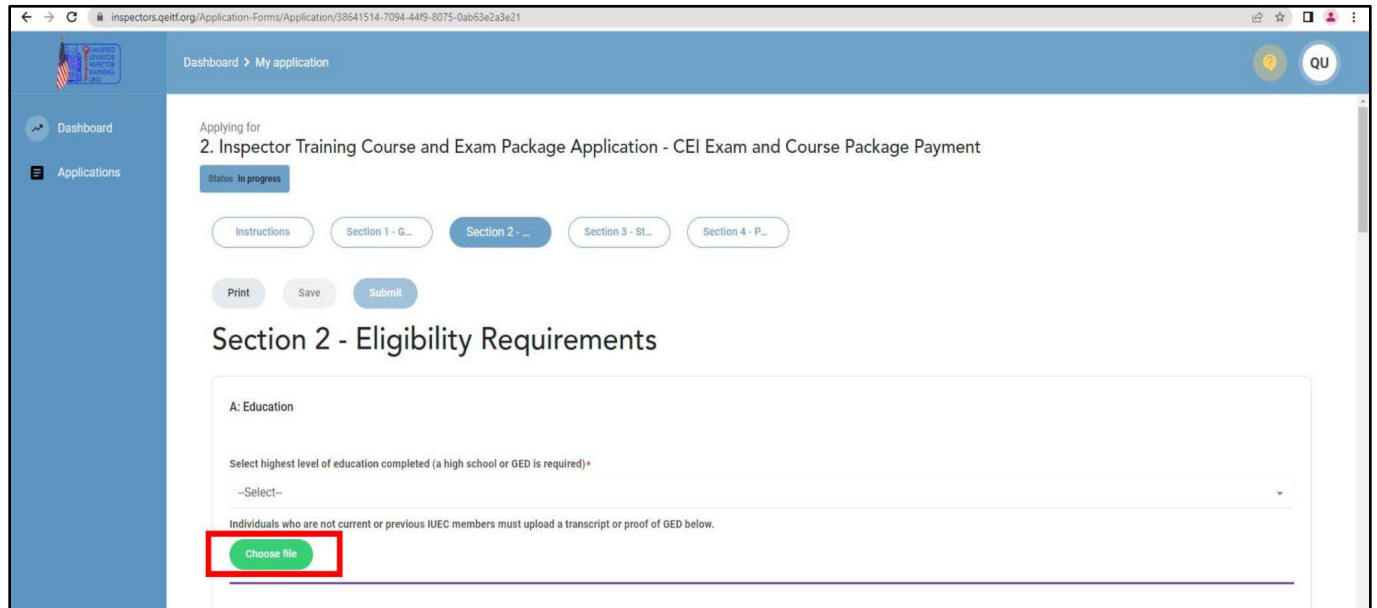
Applicants are advised to retain a copy of their application and any submitted documents. To save a copy of your application click the printer icon and save or print the PDF file BEFORE clicking the "Submit" button.

After your application is reviewed you will be notified via email if your application has been approved or if additional information is required.

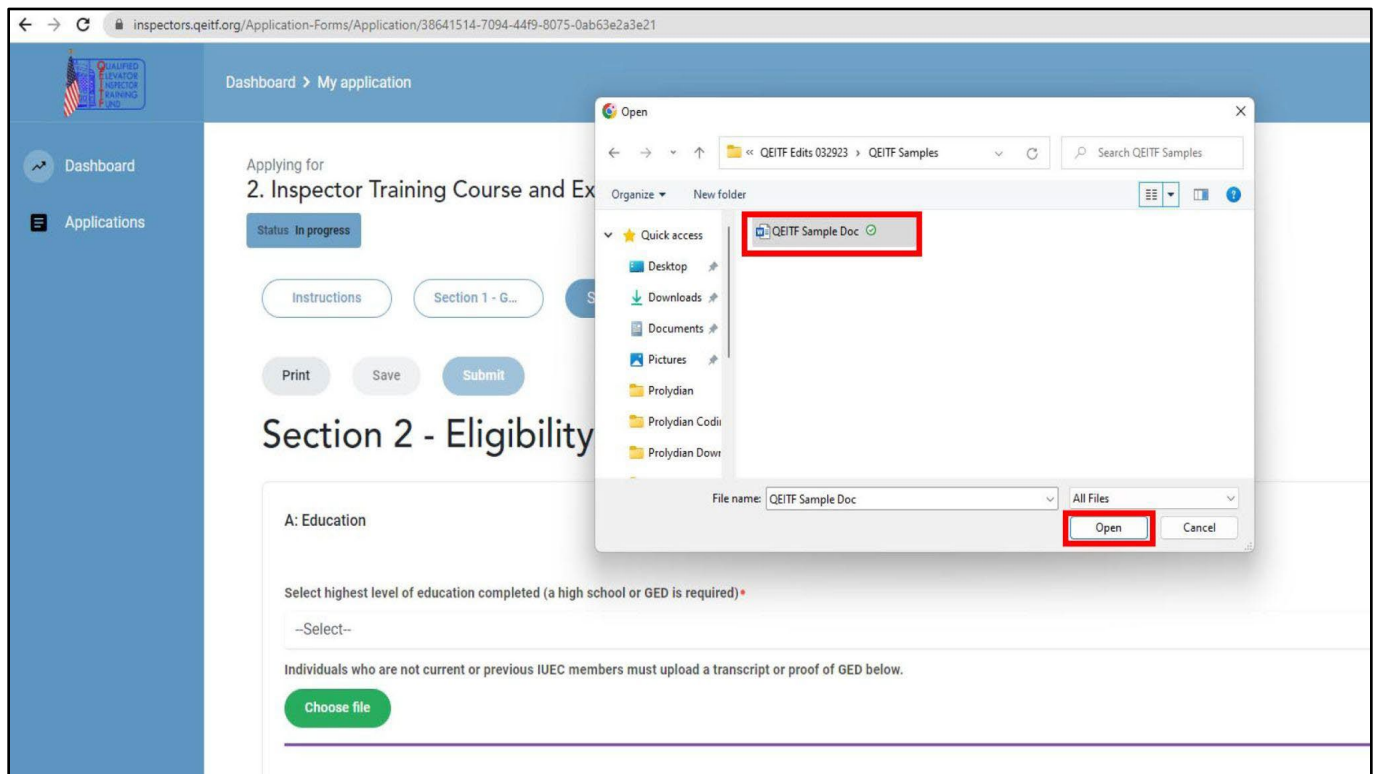
*QEITF adheres to principles of fairness and due process, and endorses the principles of equal opportunity. In administering its certification program, QEITF does not discriminate or deny opportunity to anyone on the grounds of race, gender, age, religion, national or ethnic origin, marital or familial status, veteran status, sexual orientation or disability or any other status protected by law.*

→

Some parts of the application may require you to upload a file. To upload a file, click on the green “Choose file” button.



In the resulting window, find the file you want to upload and click on the “Open” button.



8. At the end of the application, you will be required to submit the application fee payment. Enter the credit card information and click on the green “Submit payment” button.

The screenshot shows the 'Section 4 - Payment' form. At the top, there are 'Print', 'Save', and 'Submit' buttons. The main content area contains the following text: 'Fees quoted below are for both the Certification Training Course and Certification Exam. A non-refundable \$25.00 administrative fee that will be deducted from the cost of the Training Course and Exam Package is required on submittal of this application.' Below this, there are two fee categories: '\$999.00 - IUEC Member or Retiree in good standing' and '\$2,500.00 - All Others'. There is a 'Voucher code' field with an 'Apply voucher' button. A '\$25 Fee' button is visible. The 'Credit or debit card' section includes a 'Card number' field (with 'MM / YY CVC' on the right) and a 'Postal/Zip code' field. At the bottom of the form, a green 'Submit payment' button is highlighted with a red rectangle. A blue 'Submit' button is also visible at the bottom left of the form area.

9. After the payment has been processed, a receipt and transaction ID will be displayed and you will be able to submit the application by clicking on the blue “Submit” button.

The screenshot shows the 'Section 4 - Payment' form after payment processing. The text is identical to the previous screenshot. Below the fee information, a blue receipt box is displayed with the following details: 'RECEIPT', '\$25', '03/25/2023', 'TRANSACTION ID: pi\_3MpMnQH9wXFs1jBxOK0bw5sP', and 'INVOICE ID: pi\_3MpMnQH9wXFs1jBxOK0bw5sP'. At the bottom of the form, a blue 'Submit' button is highlighted with a red rectangle, indicating the next step in the process.



## Completing payment

1. When your application is accepted, you will receive an email notification and will be able to pay the fee for the exam (and/or the course package). Click on “Applications” and then “My applications” to go to your applications listing. From there, click on the new “In progress” application.

Dashboard > My application status

Apply now

2 Records found

TITLE	STARTED ON	STATUS
CEI Exam and Course Package Payment	March 30, 2023	In progress
2. Inspector Training Course and Exam Package Application	March 30, 2023	Approved

2. If you are an IUEC member or retiree in good standing, click on the corresponding checkbox and enter your member number. If not, leave the checkbox blank and continue with the payment process.

Dashboard > My application

Applying for  
CEI Exam and Course Package Payment - CEI Course and Exam Candidate

Status In progress

Print Save Submit

### Payment

Please pay the CEI exam and course fee to be registered.

I am an IUEC Member or Retiree in good standing.

Please enter your IUEC Member Number\*

123456789

\$974 Fee

Credit or debit card

Card number

Postal/Zip code

Submit payment

Submit

3. After entering your credit card information, click on the green “Submit payment” button.

Dashboard > My application

Applying for  
CEI Exam and Course Package Payment - CEI Course and Exam Candidate

Status: In progress

Print Save Submit

### Payment

Please pay the CEI exam and course fee to be registered.

I am an IUEC Member or Retiree in good standing.

---

Please enter your IUEC Member Number \*

123456789

\$974 Fee

Credit or debit card

1111 2222 3333 4444 01 / 25 111

Postal/Zip code

00000

**Submit payment**

Submit

4. After the payment has been processed and the receipt has appeared, click on the blue “Submit” button to confirm and submit the payment application.

Dashboard > My application

Applying for  
CEI Exam and Course Package Payment - CEI Course and Exam Candidate

Status: In progress

Print Save Submit

### Payment

Please pay the CEI exam and course fee to be registered.

I am an IUEC Member or Retiree in good standing.

---

Please enter your IUEC Member Number \*

122750

\$974 Fee

RECEIPT

**\$974**

01/08/2023

TRANSACTION ID  
pl\_3M04gBH9wXFa1jBx09qSZ5m

INVOICE ID  
pl\_3M04gBH9wXFa1jBx09qSZ5m

**Submit**